

# Time Waits For No One

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TIME MANAGEMENT LIFE HACKS

A solid green horizontal bar at the bottom of the slide.

How I spend my Day



How I wish I'd spend my Day



**There's always time.**

# A Challenge

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Please write a definition of

**TIME  
MANAGEMENT**



# Time Management

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## What is it?

- ❖ Time management refers to managing time effectively so that the right time is allocated to the right activity
- ❖ Effective planning
- ❖ Setting goals, objectives, and deadlines
- ❖ Prioritizing activities
- ❖ Delegation of responsibilities
- ❖ Spending the right time on the right activity

## Why do we need it?

- ❖ To save time
- ❖ To reduce stress
- ❖ To function effectively
- ❖ To increase our work output
- ❖ To have more control over our responsibilities

# Where do we begin?

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Only plan for 4 – 5 hours of real work per day.

-David Heinemeier Hansson, 37 Signals

Days always fill up

# The process of time management starts with:

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- ❖ Cost your time
- ❖ Making activity logs
- ❖ Goal setting
- ❖ Planning
- ❖ Prioritizing / Scheduling

# “Costing” your time

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Cost per year =

(Salary + taxes + office space + office equipment)

Calculate your hourly rate =

Cost per year / work hr per year



Respect your time and make it respected



# Making activity logs

Sample Activity Log					
Weekly Activity Log					
Week of: _____					
Day	Distance mi/km:	Pedometer Reading:	Time:	Speed:	Notes:
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Week Total					
Goals:					
Progress:					
Ideas:					

## Helps in:

- ❖ Making a realistic estimate of the time spent during the day on specific tasks
- ❖ Pinpointing the critical areas – time spent on “high” value vs. “low” value tasks
- ❖ Finding the “high yield” time of your day.

# Setting Goals

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Always know the one thing you  
really need to get done during the day.



Only ever work on the thing that will  
Have the biggest impact.

# Setting Goals

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- ☐ Buy Milk
- ☐ Open foreign bank account
- ☐ Perform open-heart surgery
- ☐ Clean desk

No two tasks ever hold the same importance.

Always prioritize. Be really careful with to-do lists . . .

# Setting Goals

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“Yesterday’s home runs  
don’t win today’s games.”

- Babe Ruth, Hall of Fame  
Baseball player

Turn the page on yesterday.

Only ever think about  
today and tomorrow.

# Setting Goals

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- ❖ Set deadlines for everything
- ❖ Don't let tasks go on indefinitely.



# Planning

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Work is the best way to get working

Start with short tasks to get the ball rolling

Send email to  
staff

Create  
business  
plan

Organize  
office space

start here

# Planning / Prioritizing

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Break tasks into hour increments.  
Long tasks are hard to get into;  
feels like it all needs to get done

# Planning / Prioritizing

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“Break the unreasonable down into little reasonable chunks. A big goal is only achieved when every little thing that you do everyday, gets you closer to that goal.”

- Maren Kate, Escaping the 9 to 5



# Focus

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“It’s normal to have days where you just can’t work and days where you’ll work 12 hours straight.”

○ Alain Paquin, Whatsnexx

Work more when you’re in the zone.

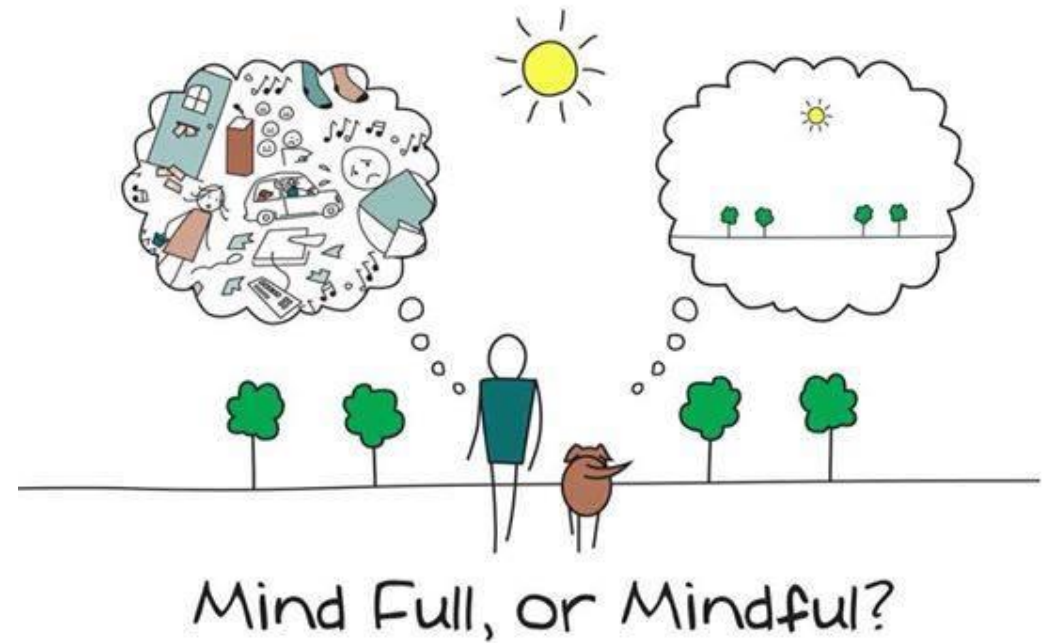
Relax when you’re not.

# Focus

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More work hours  
doesn't mean more  
productivity.

Use constraints as  
opportunities.



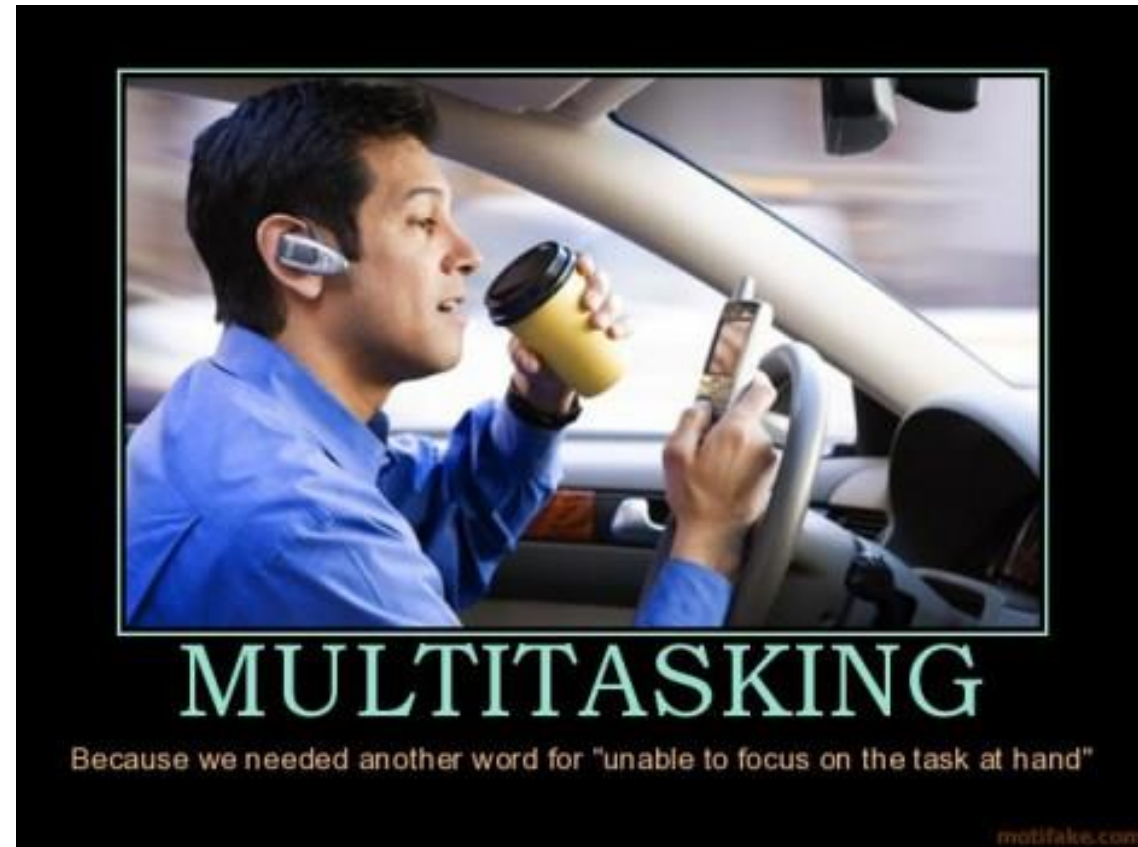
# Focus

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- Separate thinking and execution to execute faster and think better
- Separate brainless and strategic tasks to become more productive.

# Prioritize

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# Prioritize

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Organize meetings early during the day – *time leading up to an event is often wasted.*

Group meetings and communication (email or phone) to create *blocks of uninterrupted work.*

# Delegate

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If something can be done 80% as well by someone else, DELEGATE!

- ❖ Delegate and learn to make use and trust other people.
- ❖ Encourage others to take appropriate initiative.



# Focus

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Write down anything that distracts you – google searches, random thoughts, new ideas, whatever. The point is, if you write them down, they'll stop bubbling up when you're in the zone.

## Focus

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*Doing is better than perfect.*

- Facebook company motto

Work iteratively.

Expectations to do things perfectly are stifling.



# Prioritize

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Take breaks.  
Sometimes.

“Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.” – Zig Ziglar

“Time you enjoy wasting is not wasted time.” -  
Marthe Troly-Curtin

“Doing is better than perfect”  
Facebook Company Motto

“Never look back unless you are planning to go that way.” –  
Henry David Thoreau

“Lost time is never found again.” – Benjamin Franklin

“Time is what we want most, but what we use worst.”  
- William Penn